

## STAC Minutes

### August 8, 2005

Meeting held at: DNR Conference Center

#### In Attendance:

Adams, Cheri	Kempker, Judy	x	Smith, Pat
x Anderson-Harper, Rosie	Krause, Guy		Snyder, Mary
Avant, Cheryl	x Matthews, Mechelle	x	Struempf, Beverly
Benedict-Wiseman, Geri	Mixon-Page, Lorraine		Verslues, Lisa
x Bode-Oliver, Elaine	Mundell, Jessica		Wilson, Barbara
x Brennell, Mary	x Oetting, Beth		Wolken, Gail
Charrier, Jim	Pasley, Jim	x	Yahnig, Ed
x Distler, Karen	x Robinett, Darlene		
Hillstrom, Victoria	Roesti, Jane		
Horn, Denise	Russell, Nicki		
Howard, Bryan	x Scroggins, Cynthia		
Jackson, James	x Seiling, Joe		

Co-chairpersons Karen Distler and Joe Seiling called the meeting to order.

Minutes from the July meeting: Approved. No changes.

### Updates and Information

Karen gave the group an update on information presented at the Missouri Merit and Uniform Classification and Pay Systems meeting concerning the Management Training Rule. Gail Wolken had attended the meeting and passed on her information to Karen. During that meeting the following questions were asked and answered:

- Are new division directors, deputy department directors and department directors required to meet the 40-hour requirement?

**The Training Rule addresses Supervisors, Managers and Executives in Missouri State government at the Division level and below. The Rule does not include Department Directors, or Deputy Department Directors. As stated in 1 CSR 20-6.010(1)(C):**

***The rule defines executive as Senior Level Managers including Division Director, Deputy, Assistant Director, or their equivalent.***

- Does the management training rule apply to UCP exempt positions?

***According to 1 CSR20-6.010(1)(D)., the terms Supervisor, Manager, and Executive shall include all positions in Uniform Classification and Pay (UCP) agencies which the Division of Personnel finds to involve substantial supervisory or administrative responsibilities, and shall also include comparable positions in non-UCP agencies of the state. The final determination of such comparability shall be made by department directors after careful review of information furnished by the Division of Personnel of the job classifications and approximate number of incumbents considered.***

Karen asked the group to report any comments or thoughts regarding the requested information for the Management Training Rule. The following were expressed:

- The mandate came to us with no regard for appropriations or the fiscal cost of compliance.
- Some agencies reported being able to get the information back in a two-week turn-around time; others suggested 3-4 weeks as a time frame.
- This year we were asked to segregate the number of managers from supervisors, then report compliance on each group; last year the compliance percentage was reported for the total of supervisors and managers. Some agencies have separate training and tracking for these two groups. For some agencies, however, it is taking longer to separate managers in compliance and supervisors in compliance. The rule doesn't ask for this segregation.
- Other than OA's annual publication, how is this information used?
- Agencies were more accepting of the request this year because it did not ask for persons' names.
- Will the format be consistent year to year now that it is in place? It is easier to comply if the format doesn't change.

Elaine expressed interest in STAC staying apprised of the changes in training priorities that might result from the Government Review Commission. Ed stated that the Commission is looking at a projected budget for training programs.

Beverly pointed out some typos that she found on the STAC web site. (*Communications Committee later in the meeting agreed to correct this.*)

The group welcomed Rosie Anderson-Harper to the council. She replaces Brooke Dawson, Department of Mental Health

Joe Seiling facilitated a warm-up activity to help the group get to know one another better.

Karen reviewed the ground rules.

The council met in committees with the directive to review the Strategic Plan and Management Training Rule in order to decide what tasks they would assign to their committee.

## **Committee Reports**

Training Trends and Initiatives Committee decided that their work should be combined with that of the Curriculum Development Committee.

After groups began to report, Mary and Beverly suggested that there was a need for a group to look at interagency contracts, grants, and budget items in the strategic plan such as those listed in outcomes 1.3, 1.1, 3.5, and 3.3. Ed suggested an oversight or steering committee to work on these. Karen suggested that she, Joe, and Pat pull from their committees and begin to meet separately as an oversight committee. Joe and Pat said they would be willing to do so. The council agreed.

### **Training Trends and Initiatives/Curriculum Development Report**

- The following outcomes from the strategic plan were identified: 1.2, 1.3, 1.6, 4.2, 4.3.
- Ed asked Karen when she wanted to do professional development presentations. Karen said that the committee would be able to decide how, when, and where the presentations would be given. Ed will call Barb regarding a presentation on Bob Pike's seminar.
- The committee will explore current training trends and how agencies are responding to them.
- Other issues identified: Forecasting the effects of Baby Boomers' retirement, loss of experienced staff, succession planning; Cross-training in other agencies.

### **Communications and Membership Report**

- This committee defined its work: We are responsible for maintaining current membership, encouraging participation of employees in the training environment to maximize the potential benefits of STAC, coordinating the networking of trends, techniques, strategies, and resources, and providing easily accessible information to employees defining STAC's mission and goals.
- The following outcomes from the strategic plan were identified: 1.4, 1.4, 2.1, and 2.2. 2.3 3.2 4.5, 4.6. These include updating the web site, calling members not in attendance, replacing members, and creating new member packets.

### **Policy Report**

- The following outcomes from the strategic plan were identified: 2.5, 3.1, 5.1, and 2.5.
- The committee plans to review the "core courses" in the Management Training Rule that had been designated under executive orders.
- The committee will discuss the distinction among executives, managers, and supervisors in the Management Training Rule.

- Elaine explained the nine-month process that was needed in revising the original Management Training Rule (1986) to the current 2001 document. The committee is looking at the possibility of revising the 1999 Training Policy instead of the actual rule.
- Ed discussed the original process used, surveying public and private sectors, to arrive at the current 24 competencies listed in the Management Training Rule.

The next meeting is September 12, 2005 at the Bennett Spring Room, DNR Conference Center, 1738 East Elm.

Meeting adjourned.